

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

## Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name DCF		9. Position No. <b>K0052033</b>	10. Budget Program Number		Agency Number	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position)				
3. Division KC Region		12. Proposed Class Title				
4. Section Prevention and Protection Services	For Use By Personnel Office	13. Allocation				Position Number
5. Unit Assessment and Prevention		14. Effective Date				
6. Location (address where employee works)		15. By	Approved			
City Overland Park County Jo		16. Audit				
7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp. %	Date: By: Date: By:					
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM/PM To: 5:00 AM/PM	17. Audit					
Date: By: Date: By:						

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

This position exists and the purpose of the position is to assess reports of suspected abuse and/or neglect to protect children and strengthen family systems. Short term interventions are provided as needed. If children are placed out of home, professional social work services are provided to the child and family through coordination with contractors to reach permanency. The social worker will monitor services provided by the contractor per DCF regulation and directives.

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

**Name**

**Title**

**Position Number**

**Social Work Supervisor**

Who evaluates the work of an incumbent in this position?

**Name**

**Title**

**Position Number**

**Social Work Supervisor**

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

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21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	In addition to the tasks below, the incumbent is expected to demonstrate a commitment to customer service and integrated service delivery. The incumbent will participate fully in integrated service team activities and work effectively with all other divisions to provide a harmonious work environment that is conducive to improving agency outcomes, office operations and a productive working relationship with the community. This position may be required to provide coverage in other service centers within the region.
45	E	<p><b>ASSESSMENT:</b></p> <p>Receives assigned reports of families where children are suspected of being in need of care as directed by KSA 38-(50) (A), an establishes contact with one or more family members to assess child abuse and neglect allegations within the assigned time frame. Makes timely collaborative contact with schools, courts, multi-disciplinary teams, mental health, law enforcement, and other service providers to assess child safety per DCF regulation.</p> <p>Conducts assessments of alleged abuse and neglect, completes and prepares a written assessment within established time lines. Makes referral to law enforcement, court attorney's and the court as appropriate.</p> <p>Provides short term, intensive and preventative social work intervention. Assist the family in formulating a child safety plan and jointly develops a family case plan with family if services are needed. Maintains clear records of services provided and documents progress in meeting goals, including writing the basis for finding decision.</p>
35	E	<p><b>CASE MANAGEMENT/PRIVATE AGENCIES:</b></p> <p>Prepares timely opening packets on children brought into custody by completing placement referrals, placement agreements, medical consents, with updated FACTS, and obtain current or emergency medical card.</p> <p>Actively participates in supervisor conferences and case consultation informing supervisor of significant case development and problem. Attends and participates in regularly scheduled unit meetings as well as group supervision within the unit meetings.</p> <p>Utilizes agency forms to provide complete and accurate referrals to the private contractor within contract guidelines. Assures that all appropriate paperwork and information is provided.</p> <p>Receives and reviews monthly reports, family case plans, child case plans, initial case plans from private contractors. Assures documentation reflects accurate descriptions of progress and is within guidelines outlined in agency contracts. Attends mandatory, including 24/48 hour meetings and attends initial case plans and subsequent case plans only when the permanency goal changes.</p> <p>Provides written reports to court and necessary court hearings. Preparing Child in Need of Care petitions to be provided to the District Attorney and provide all supporting evidence within time frames. Provides legal documentation and legal status changes to the private agency. Court testimony in Child in Need of Care cases in which DCF custody is requested or given to DCF by the court as well as criminal cases in which the perpetrator of the abuse/neglect is charged.</p>
20	M	<p><b>AGENCY/PUBLIC RESPONSIVENESS:</b></p> <p>Responds in a positive, professional manner to clients, community and other professionals. Seeks to resolve differences in a positive manner and within DCF rules and regulations. Utilizes formal information training opportunities and professional readings to enhance knowledge and skills in family/assessment, social work intervention, leadership and teamwork. Completes all other duties as assigned.</p>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
  - ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
  - ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

**Name**

**Title**

**Position Number**

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23. Which statement best describes the results of error in action or decision of this employee?

- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.
- ( ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- ( ) Major program failure, major property loss, or serious injury or incapacitation.
- (X) Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to provide social work services in an adequate and timely manner could result in a child having to be removed out of their parental home, which could result in termination of parental rights in which emotional trauma would accompany, or could result in serious harm, permanent injury or death of a child. Failure to observe procedures could result in violation of State and Federal Laws and regulations with a loss of eligibility for program funding.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This employee will have daily contact with children and families who are referred/reported to the agency for services and will have frequent contact with law enforcement agencies, court officials, members of multi-disciplinary teams, community service providers and members of the public.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

This employee will be involved in on going interactions with children and families under stress and may face hostility and resistance. Family contacts may take them into home or neighborhoods in which known and unknown dangers and unlawful activities are taking place. The work schedule may involve contacts with children, families and others at times when the agency is not normally open for business.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Extensive use of automobile and telephone. Use of camera, video camera, audio recorders . Daily use of general office equipment and computers.

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### **PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education – Bachelor's Degree in Social Work. Licensed to practice social work in the State of Kansas at the time of hire

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Education or Training - special or professional

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Licenses, certificates and registrations

Licensed to practice social work in the State of Kansas at the time of hire

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Special knowledge, skills and abilities

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Experience - length in years and kind

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Valid Driver's License

Bachelor Degree in Social Work

Licensed to practice social work in the State of Kansas at the time of hire

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date